

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
-97011

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) 19200-09133A 69400-09133-2 29600- 9133-1 39700-79133 59300-09133 49900-09133A 79100-09133				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
								13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Special Agent <i>Criminal Investigator</i>	GS	1811 1812	14	<i>RJC</i>	4/10/97
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) Deputy Assistant Regional Director - Law Enforcement <i>Assistant Special Agent in Charge</i>		17. Name of Employee (if vacant, specify)	
*8. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision Assistant Regional Director - Law Enforcement	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	
		4/10/97	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Series Definition for Game Law Enforcement Series, GS-1812, General Schedule Supervisory Guide, April 1993	
Typed Name and Title of Official Taking Action Robert J. Eckert Management Initiatives Specialist		Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature <i>Robert J. Eckert</i>		Date 4/10/97	

23. Position Review	Initials	Date	Initials	Date
a. Employee (optional)				
b. Supervisor				
c. Classifier	<i>CK</i>	<i>10/16/09</i>		

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy

Approval Date: *January 20, 2004*

24. Remarks FC: 00
FPL: GS-14

Special Placement Category

Firefighter date approved *12/11/97*

Law Enforcement date approved *12/11/97*

Subsidiary/Supervisory date approved _____

Secondary/Administrative date approved _____

Secondary/Supervisory date approved _____

Type of Investigation: SSBI

Deputy Assistant Regional Director - Law Enforcement, GS-1812-14
(Standardized Position Description)

BACKGROUND

The Deputy Assistant Regional Director - Law Enforcement (DARD-LE) serves as the full Deputy to the Assistant Regional Director - Law Enforcement (ARD-LE), who is the chief manager of and is responsible and accountable for the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. Each region is comprised of from one to thirteen states. The incumbent shares line management authority and exercises joint responsibility with the ARD-LE over the regional law enforcement program and staff such as Special Agents and Wildlife Inspectors dispersed throughout the region. Integrates law enforcement plans and operations with the mission, projects, and initiatives of Service and the Region.

MAJOR DUTIES

As alter ego to the ARD-LE, the incumbent shares with the ARD-LE in planning the region's annual and long-range law enforcement programs concerning case investigation and wildlife inspection responsibilities; managing the program's execution, including justifying, distributing, and controlling budget allocations; managing the subordinate managers, supervisors, and employees; managing property, handling media contact, and coordinating with counterparts in other regions and with top managers such as Assistant Regional Directors, Regional Directors, and U.S. Fish and Wildlife Service Assistant Directors located at the headquarters in Washington, D.C. Programs involve investigating, detaining, apprehending, and prosecuting those violating Federal fish and wildlife laws, as well as provisions of national and international agreements, and inspecting cargo, other shipments, and traveler's baggage for compliance with these wildlife laws and other protective measures.

Coordinates with U.S. Attorneys and/or their assistants; senior officials of other Federal law enforcement bureaus or agencies (e.g., Federal Bureau of Investigation; U.S. Customs Service; Drug Enforcement Administration; Bureau of Alcohol, Tobacco, and Firearms; and the U.S. Marshals Service; National Park Service; Bureau of Land Management; U.S. Forest Service); high-ranking State and local government officials, particularly those involved with wildlife programs; and high-ranking officials of other nations and Indian Tribes, for the purpose of enforcing wildlife laws and developing and implementing national and international wildlife agreements.

The work of the incumbent is subject to the review of the ARD-LE. This normally takes the form of an administrative review and is typically based only on a "results achieved" basis. The ARD-LE depends on the incumbent to keep him/her advised of program activities and operations, in order to assure proper coordination and integration with the Region's overall programs and to directly assist the ARD-LE in the execution of his/her responsibilities. The incumbent may also receive broad program

direction from the Regional Director or Deputy Regional Director, as the next higher-level supervisor. The ARD-LE, the Regional Director, and the Deputy Regional Director depend on the incumbent to provide significant input into the planning and conduct of the overall regional law enforcement program. In co-managing the regional law enforcement program, the incumbent conducts a full range of planning to include development and implementation, and integration with other regional and Service programs.

The actual conduct of regional activities in enforcing the fish and wildlife laws, through a corps of special agents, involves: investigation, surveillance, interviewing witnesses, interrogating suspects, inspecting records and documents, conducting raids, seizing contraband and equipment (including vehicles), securing and serving warrants, making arrests, developing evidence, writing detailed and legally sufficient reports, working directly with attorneys presenting the government's case, testifying, and designing and conducting covert operations and undercover activities. In all of these activities the incumbent is regarded as a regional technical program expert and authority. Reviews case reports and composes input in response to Congressional and media inquiries, and to the Washington Office with regard to policy issues, sensitive political matters, and cases of national significance. Ensures that investigative and administrative reports are timely, complete, and accurate and are distributed to appropriate authorities.

The incumbent also co-manages the operations of the wildlife inspection program through a corps of wildlife inspectors located at ports of entry. These employees assure the proper granting of permits, collection of appropriate fees, and the seizure of illegal shipments. Seizures often involve tens of thousands of dollars and require immediate decisions concerning live animals.

Develops priorities and outlines operating procedures in conjunction with the ARD-LE to ensure effectiveness of the Region's law enforcement program. Facilitates the continuous flow of operational and administrative information and direction to subordinates. Coordinates Regional activities with those of other Service regions, sharing human resources and equipment as needed. Exercises responsibility for law enforcement liaison activities with State, Tribal, Federal and international authorities.

Performs a full range of supervisory duties including using subordinates to direct, oversee, and coordinate work. Develops performance standards and evaluates employee performance. Approves leave, ensures compliance with medical program requirements. Interviews candidates for vacancies and makes recommendations for promotion, reassignment. Works to achieve equal employment opportunity and affirmative action objectives. Plans for and recommends the provision of training and guidance to subordinates. Recommends serious disciplinary actions, hears and resolves grievances and serious complaints.

Must bear and maintain proficiency in the use of firearms. Operates motor vehicles, and may operate vessels and/or aircraft. The incumbent must have or be able to obtain

and maintain a valid State motor vehicle operator's license. The incumbent may be subject to frequent and substantial overtime. Considerable physical exertion may be involved such as lifting animals, heavy equipment, and containers of evidence; walking/hiking over rough terrain; recurring bending, lifting, stooping, and reaching; pulling awkward/heavy loads, wading through marshes or swamps; boat travel, or other activities. The work requires excellent eye/hand coordination, strength, flexibility, alertness, endurance, and above-average dexterity. The incumbent must undergo and successfully pass periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

This position requires considerable managerial and supervisory skills in order to plan and direct the work programs and staff, and to ensure the availability and effective utilization of staff, materials, vehicles, and special equipment. Requires broad knowledge of the laws, precedents, regulations, and agreements for the conservation and protection of fish and wildlife resources in order to plan and supervise the investigation, apprehension, and prosecution of those violating such laws. Requires extensive knowledge of and experience in traditional law enforcement. Requires knowledge of the methods of surveillance, interrogation, and apprehension, as well as the rules of evidence, in order to guide others in their application. Requires experience in positions involving primary law enforcement retirement program coverage or the equivalent in order to adequately perform the supervisory and managerial duties of the position. Requires written and oral communication skills in order to review and edit case reports; to justify budget requests; to prepare analyses of policy and procedural issues; guide individuals and groups in carrying out complex and sensitive law enforcement actions; to coordinate and deal with a wide variety of individuals and representatives of other agencies and international and other external entities; and to persuade others with regard to the Service's law enforcement authority and methods.

FACTORS

Factor I - Program Scope and Effect

The incumbent, as alter ego to the ARD-LE, fully or equally shares in managing the law enforcement program of the Service region to which he/she is assigned. The law enforcement program is carried out in a geographic area of considerable size which may entail a number of states or one very large state, as well as territories and Tribal nations; and, often in association with other nations and international organizations. The work is carried out by a staff comprised of various organizational elements including subordinate supervisors, and is typically dispersed throughout the region. This law enforcement program is an important and integral part of the Service, and must be integrated with other Service programs such as those concerned with refuges, fisheries, and environmental services.

The incumbent shares with the ARD-LE the responsibility for the development and

implementation of the law enforcement program of the Region, and he/she may provide significant input into the operation and direction of the national program. The Regional law enforcement program may: (a) be subject to frequent media attention, (b) be subject to Congressional debate, and (c) affect millions of dollars in wildlife associated activities. The program provides opportunities for gaining public support for Service goals, and serves as a deterrent to lucrative but illicit business dealings involving fish and wildlife resources.

Factor 2 - Organizational Setting

ju 9-20-02
The incumbent's immediate supervisor is the ARD-LE (Supervisory Special Agent, GS-1812-15), a position that reports to the Regional Director, a member of the Senior Executive Service.

Supervisory Criminal Investigator

Factor 3 - Supervision and Managerial Authority Exercised

The DARD-LE supervises law enforcement programs and a group of managers, supervisors, and/or work/team leaders (about six in an average region). Assigns and plans the work, establishes priorities based on program need and employee ability, evaluates performance, and takes a full range of personnel actions (e.g., interviewing, hiring, counseling, training, promoting, reassigning, approving leave and awards, assuring specialized physical fitness and firearms proficiency, resolving complaints, ensuring equal employment opportunity, and disciplining). Personnel management actions, within the scope of authority which has been granted, often represent the final decisions concerning such actions, with some exceptions (e.g., removals).

Additionally, in concert with the ARD-LE, the DARD-LE establishes annual and multi-year law enforcement program plans for his/her region and provides input into the planning of the overall Service law enforcement program. Within the scope of the regional law enforcement program for which the incumbent is assigned responsibility, decisions and long-range organizational, budgetary, and program recommendations are typically accepted and implemented without change.

Factor 4 - Personal Contacts, Subfactor 4A - Nature Of Contacts

Contacts are made regularly with senior Service officials in the headquarters offices and various regions; Office of the Solicitor attorneys; Federal officials in other law enforcement agencies such as the Federal Bureau of Investigation, Drug Enforcement Agency, Department of Treasury; United States Attorneys and their assistants. In addition, contacts are made with high-level officials of other governments and/or organizations which they represent (i.e., states, tribal nations, territories, foreign governments, and international organizations); representatives of competing public interest groups; local and national newspapers and magazines; and both local and Washington, D.C., congressional offices. Contacts are also made with informants, industry representatives, and members of the general public.

Factor 4 - Personal Contacts, Subfactor 4B - Purpose Of Contacts

In addition to exchanging information, coordinating work, and resolving problems, the purposes of these contacts is to advise on investigatory matters; to coordinate regional law enforcement program and investigative initiatives; to prove and punish wrongdoing; influence the public and other governments to obey and/or enforce the hunting and fishing laws; and most difficult of all, balance the oftentimes sharply competing interests of conservationists, hunters and fishermen, and others with an interest in wildlife resources (e.g., outfitters, guides, importers, dealers in animal and animal parts, etc.). Other contacts with outside agency personnel are for liaison activities, and contacts with the Office of the Solicitor and the U.S. Attorney are to present completed investigations for prosecution or to resolve problems encountered in prosecution.

Factor 5 - Difficulty Of The Work Directed

The principal occupation supervised by the DARD-LE is that of Criminal Investigator GS ~~1812~~¹⁸¹³-12, or Special Agent). This occupation represents the highest grade of nonsupervisory work managed by, and requires most of the time of, the incumbent. The remaining staff include Wildlife Inspectors (Journey-person grade of GS-9) and support personnel.

Factor 6 - Other Conditions

Programs directed by the incumbent, as well as supervision provided, concern fish and wildlife law enforcement, protection, and conservation matters. These daily issues confront significant segments of the American public and their elected and appointed officials at the Federal, State, and international levels. While the Service's law enforcement program continues to have its basic elements, it is continually being fine-tuned by changes in emphasis and laws. The changes are exceedingly challenging, given the acknowledged and great disparity between resources available and the demands on those resources. Changes in legislation, program authority, and/or funding requires continuous restructuring, reorganization, and recasting of immediate and long-range objectives, plans, and schedules.

EVALUATION STATEMENT

Current Classification: Supervisory Special Agent, GS-1812-13
Classification Decision: ~~Supervisory Special Agent, GS-1812-14~~ *Supervisory*
Organizational Title: Deputy Assistant Regional Director - Law Enforcement
Organizational Location: Department of the Interior
U.S. Fish and Wildlife Service
Regions 1-7

*Criminal Investigator
GS-1811-14
Jr. 9-20-02*

References: Office of Personnel Management's Series Definition for the Game Law Enforcement Series, GS-1812; General Schedule Supervisory Guide, April 1993

Background: This evaluation statement and the standardized position description upon which it is based were developed in order to provide adequate coverage of the major duties and responsibilities of the covered positions. The duties of the position were developed by the assimilation of information including draft descriptions provided by each of the seven regions reporting that, upon promotion of the Assistant Regional Director - Law Enforcement (ARD-LE) to the GS-15 level, these positions warrant evaluation at the GS-14 level.

TITLE AND SERIES DETERMINATION: The type of occupational knowledge and skill requirements required by the subject position duplicate those of the ARD-LE. The principal duties include: planning regional law enforcement activities; directing subordinate staff; administering the funds, equipment, supplies, and space required for the law enforcement program; and evaluating program results. Knowledge and skills required by the position are an understanding of fish and wildlife law enforcement legislation and regulations; supervisory and managerial expertise; and technical knowledge of law enforcement methods associated with investigating crimes, confiscating evidence, interrogating suspects, apprehending and detaining criminals, and prosecuting those involved in breaking resource laws and agreements.

The Game Law Enforcement Series, GS-1812, covers positions whose duties are to perform or supervise investigative work to ensure compliance with Federal statutes and regulation for the conservation of fish and wildlife resources. Consequently, the GS-1812 series is most appropriate. Specific titles are not prescribed by the series. The title "Supervisory Special Agent" is assigned in recognition of most characteristic work directed by the position and to denote the subject position's considerable supervisory responsibilities. The most appropriate title and series are Supervisory Special Agent, GS-1812.

GRADE LEVEL DETERMINATION: The position meets the definition of a full deputy as addressed in the General Schedule Supervisory Guide. The incumbent is required to fully or equally share with the ARD-LE, as an equal partner, in planning the law enforcement program; implementing the program; reviewing and evaluating

program and staff performance and accomplishments; promoting, training, and disciplining employees; and making important programmatic decisions. The General Schedule Supervisory Guide states that the grade of a full deputy position that shares fully in the duties, responsibilities, and authorities of the chief should normally be set one grade lower than the grade of the supervisory duties of the position to which it reports. Since the grade of the managerial position to which the subject position reports is GS-15, and there are no other known limiting or weakening factors, the most appropriate grade is GS-14.

Supervisory Criminal

Conclusion: The most appropriate title, series, and grade are ~~Supervisory Special~~
Investigator ~~Agent, GS-1812-14.~~ *GS-1811-14*

Robert J. Eckert 4/3/97

Robert J. Eckert
Management Initiatives Specialist
U.S. Fish and Wildlife Service



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC 8336(c) and 8412(d)**

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Supervisory Criminal Investigator

Organization Title: Assistant Special Agent In Charge

Position Number: 97011 Series and Grade: GS-1811-13/14
 +97011A

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. The incumbent of this position serves as the full Deputy to the Assistant Regional Director who is responsible and accountable for the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. The incumbent shares line management authority and exercises joint responsibility with the ARD-LE over the regional law enforcement program. The actual conduct of regional activities in enforcing the fish and wildlife laws, involves: investigation, surveillance, conducting raids, interviewing witnesses, interrogating suspects, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and conducting undercover operations. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached
 Chief, National Wildlife Refuge System

05/23/03
 Date

Marcia L. Scifres
 MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

12/17/2003.
 Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 10/01/2002.** Approval is by DOI Secretary's Designee:

for Carolyn Cohen
 Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04
 Date



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

ADDRESS ONLY THE DIRECTOR
FISH AND WILDLIFE SERVICE

MAY 20 2003

In Reply Refer To:
FWS/CLE/PER 4-02

Memorandum

To: Marcia Scifres, Firefighter and Law Enforcement Officer Retirement Team

From: Chief, Office of Law Enforcement *K. Chamy*

Subject: Review of FWS Position Description Changes from Special Agent to Criminal Investigator

On October 1, 2002, the Fish and Wildlife Service changed the position descriptions for all Special Agents from GS-1812 to Criminal Investigator GS-1811. The statement of duties that follows applies to the positions:

The primary investigative duties of the Criminal Investigator GS-1811 positions at the GS-5,7,9,11,12,13 levels occupy the substantial portion of the incumbent's work time and are assigned on a regular/recurring basis. At these grade levels, 100% of the agent's time would be spent conducting investigations; preparing cases for presentation to legal officers; and participating in the full range of law enforcement activities, including surveillance, raids, interviewing witnesses, interrogating suspects, searching for physical evidence, securing and serving search warrants, testifying in court, reviewing case activity, administering the law enforcement program within an assigned jurisdiction, etc. For the Special Agent/Pilot positions, approximately 60% of an incumbent's time would be spent on these investigative duties, with the remaining 40% devoted to aircraft operation duties.

Thank you for your continuing efforts to complete the reviews of the special retirement packages for our law enforcement officers. If you have any questions or require additional information, please contact me at 202-208-3809.



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

[✓] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[✓] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary Administrative

Bureau: Fish and Wildlife Service - Bureauwide

Classification Title: Supervisory Special Agent

Organization Title: Deputy Assistant Director - Law Enforcement

Position Number: 97011 Series and Grade: GS-1812-14

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a law enforcement mission. The primary duties are investigation and apprehension. The position requires prior law enforcement experience and is clearly in an established career path.

SEE ATTACHED

Bureau Program Designee

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

Date

12/1/97

Date

Lester K. Rosenkrantz
Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrantz

12/1/97

Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement as shown above. Approval is by DOI Secretary's Designee:

Mari Barr
Mari Barr/Secretary's Designee

12/11/97

Date